

HEADWATERS GROUNDWATER CONSERVATION DISTRICT

JOB SUMMARY – ADMINISTRATIVE ASSISTANT

Provides administrative and secretarial support to HGCD management and staff including; special projects, office workflow, appointments, correspondence, and well data compilation. Position includes duties of a sensitive and confidential nature.

OFFICE LOCATION & HOURS

- 125 Lehmann Dr. Ste. 202, Kerrville, Texas
- 8:00 AM – 5:00 PM; Monday – Thursday
- 8:00 AM – Noon; Friday
- Closed on Board approved Holidays

JOB REQUIREMENTS

- Exhibit professional demeanor.
- Good work attendance and punctuality.
- Ability to follow directions.
- Ability to deal tactfully with the public and industry professionals.
- Ability to establish and maintain effective working relationship with the General Manager, co-workers, and general public.
- Ability to learn and communicate regulations regarding groundwater to the public and industry professionals.

REGISTRATION, CERTIFICATION or LICENSURE

- A valid driver's license.
- Must be bondable.
- Be willing to submit to a pre-employment drug screening test, a criminal history background check, and consumer report.

PREFERRED QUALIFICATIONS

- Basic knowledge of general office procedures.
- Computer literacy, knowledge of Microsoft Office Products.
- Basic skills in GIS data management.
- Basic knowledge of Quick Books software.
- Ability to make basic mathematical computations and tabulations; to prepare reports; to compose routine and special correspondence.
- Graduation from a standard senior high school or equivalent.